BRADFORD

ROYAL INFIRMARY.

BYE-LAWS.

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1906.

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I. Honorary Consulting Medical Staff.

1. Members of the Honorary Consulting Staff exercising their right to have In-Patients shall attend such cases subject to the General Bye-Laws relating to the Honorary Staff.

II. Honorary Medical Staff.

1. They shall receive under their care the new In-Patients in weekly rotation.

2. They shall visit their In-Patients twice a week as a rule, and oftener if necessary. They shall also attend when notice of emergency is given by the House Surgeon or House Physician.

3. Any member who may be prevented from attending his In-Patients shall arrange with his assistant colleague to act for him.

4. They shall attend once a week to see Out-Patients.

5. A post-mortem examination shall be made on the body of any patient dying in the Infirmary, if thought desirable by the Honorary Medical Officer who had charge of the deceased, unless objection be raised by the nearest known relative.

III. Honorary Assistant Medical Staff.

1. Each of the Assistant Physicians and Surgeons shall be associated with two of the Physicians and Surgeons as may be arranged by the Board of Management.

2. They shall attend on two days in each week to see Out-Patients in association with the Physician or Surgeon as the case may be, and shall in their absence take charge of the Out-Patients.

3. During the absence of a Physician or Surgeon for more than a week, the associated Assistant shall take charge of the In-Patients under his care, the name of the Physician or Surgeon however remaining on the Patients' case sheet.

4. If a Physician or Surgeon is unable to attend any urgent case his assistant colleague shall attend and act for him.

5. They shall attend in consultation upon any Home-Patient when requested by the Dispensary Surgeons.

IV. Honorary Dental Surgeon.

1. The Dental Surgeon shall attend to see Patients once a week and oftener if required, and shall assist the Honorary Medical Staff in cases requiring his services.

2. Should circumstances prevent his attendance, he shall provide a substitute satisfactory to the Board of Management.

V. Anæsthetists.

1. Each Anæsthetist shall attend on two operation afternoons weekly.

2. When possible they shall attend special cases and emergencies at the request of the Honorary Officer in charge.

VI. Resident Medical Officers.

(1.) General.

1. Two Resident Medical Officers shall always be on duty in the Infirmary one of whom shall be a House Surgeon.

2. They shall commence their daily duties at 9 a.m., except when the Honorary Staff may require their attendance earlier, and shall perform such duties as may be prescribed from time to time by the Board of Management.

3. They shall be in readiness to attend the meetings of the Board and its Committees, and to furnish when required any information relating to their respective departments.

4. The Senior Resident Medical Officer in charge of In-Patients shall be responsible to the Board in matters of discipline and administration. He shall be charged with the supervision of the Infirmary Students, shall assist them in their studies and be responsible for their conduct in the Infirmary.

(ii.) House Surgeons.

1. The Surgical work shall be divided between the two House Surgeons.

2. Each shall act as House Surgeon to two of the Honorary Surgeons and the Honorary Assistant Surgeon associated with them; one shall also act as Resident for the Gynæcologist, the other for the Laryngologist and the Dental Surgeon.

3. They shall attend on their Honorary Officer during their visits, assist them at operations, and be directly responsible to them for the care of their patients and the clinical records of the same. They shall also be responsible for the dispatch of the operation lists and other medical notices.

4. They shall visit the Surgical Wards every morning and evening, and oftener if necessary, and shall see that the directions of their Honorary Officers are properly carried out.

5. They shall receive into the Surgical Wards all suitable cases. They shall immediately inform the Honorary Officer of the admission of any serious case, and report any grave change in the condition of the patients. They shall notify the Honorary Officer in the event of a death.

6. At the end of each month the House Surgeons shall send to their respective Honorary Officers the clinical reports of those patients who have been discharged during the month.

7. They shall be responsible for the proper keeping of the Register of their In-Patients and of the Anæsthetic Book.

8. They shall not discharge patients without the sanction of their Honorary Officer, except for misbehaviour or wilful breach of discipline, when the case shall be at once reported to the Honorary Officer, and to the House Committee at their next meeting.

9. They shall assist their Honorary Officers in their attendance on the Out-Patients if required. On Tuesdays and Fridays they shall attend the new Out-Patients.

10. Each House Surgeon shall be on Casualty duty during those weeks when he is receiving in the Wards. If, however, he is engaged with his Honorary Officer on his regular visit his colleague shall act for him.

11. Both House Surgeons shall be in the Casualty Room each day at 9 a.m., to attend to those cases they have previously treated.

12. Both House-Surgeons shall not be absent from the building at the same time. When one is absent the other shall undertake his duties for the time being.

(iii.) House Physician.

1. The House Physician shall have charge of the Medical Wards.

2. He shall attend the Physicians in their visits, and shall report to them the state of the Patients.

3. He shall visit the Medical Wards every morning and evening, and oftener if necessary, and shall see that the directions of the Honorary Officers are carried out. He shall keep a clinical record of all the cases.

4. He shall keep a Register of all the Medical In-Patients.

5. He shall not discharge Patients without the sanction of the Physicians except for misbehaviour or wilful breach of discipline, when the case shall be reported at once to the Honorary Officer in charge, and also to the House Committee at their next meeting.

6. He shall receive into the Medical Wards all suitable cases. He shall immediately inform the Honorary Officer of the admission of any serious case, and report any grave change in the condition of the patients. He shall notify the Honorary Officer in the event of a death.

7. He shall be responsible for all instruments in the medical wards and see that they are available when required.

8. He shall assist the Physicians and Assistant Physicians in their attendance on Out-Patients. On Tuesdays and Fridays (in the absence of the Physicians) he shall attend any new Out-Patients.

9. He shall have charge, under the Honorary Pathologist, of the Pathological Department, and shall make the *post mortem* examinations.

(iv.) Dispensary Surgeons.

1. The Dispensary Surgeons shall visit the Home Patients within the limits of the districts assigned to them by the Board of Management, as often as may be necessary.

2. They shall consult with a member of the Honorary Assistant Staff in any case of difficulty.

3. They shall keep the Register of Home Patients and assist with the work in the Infirmary when required.

4. They shall attend the Woodlands Convalescent Home on admission days, each undertaking this duty for a period of not less than four consecutive months.

5. They shall not transfer Home-Patients to the Out-Patient Department without the consent of the Honorary Officer under whose care the case will be placed.

VII. Students.

1. All Students before admission to the practice of the Infirmary, shall be legally registered Students of Medicine.

2. They shall conform to the Rules and Bye-Laws.

3. They shall pay to the Infirmary three guineas for three months' attendance, five guineas for six months, and ten guineas for a perpetual ticket.

Instructions for Resident Medical Officers.

1. The Resident Medical Officers shall endeavour in every way to practise economy in the treatment and dietary of patients.

2. The diet shall be entered on the case-sheet at the first visit after the patient's admission.

3. Stimulants (except in urgent cases) shall be ordered by the Honorary Officers. If ordered by the Resident Officer he shall report the order at the next visit of the Honorary Officer in charge of the case.

4. Drugs not enumerated in the British Pharmacopœia shall be first prescribed by the Honorary Officer.

5. Notes must be taken on the patient's case-sheet within twenty-four hours after admission.

6. The Resident Medical Officers shall not admit infectious cases to the Wards. Cases of enteric fever inadvertantly admitted, shall, if possible, be removed to the Fever Hospital, unless such removal be considered dangerous by the Honorary Officer in charge of the case.

7. Any patient in Hospital shewing symptoms of an infectious disease shall be at once reported to the Honorary Officer in charge. If it is a case of doubtful nature or the patient is unfit for removal from hospital, it shall be transferred to the Observation Ward.

8. Cases of erysipelas occurring in the Wards shall be transferred to a Medical Side-Ward.

9. All cases of an infectious disease occurring in the Wards of the Hospital shall be reported at once to the Secretary, on the form provided for the purpose.

10. The House Surgeons shall superintend generally the arrangements in the Operating Theatres, and shall endeavour to promote efficiency and prevent delays. They shall both assist at operations when requested by the Honorary Surgeon.

11. Any Resident Medical Officer in the Infirmary shall, unless otherwise on duty, administer anæsthetics at the request of the Honorary Surgeon.

12. The Anæsthetist shall carry out the instructions of the Honorary Surgeon regarding the nature of the anæsthetic.

13. The same Anæsthetist shall administer the anæsthetic during the whole time of the operation.

14. The House Surgeon shall, whenever possible, inform the friends of the patient if an anæsthetic is to be administered.

15. The House Physician and House Surgeon shall see that each In-Patient, who on his discharge is recommended as an Out-Patient, is provided with a card and Out-Patient book in which particulars of his case are written.

16. They shall fill in and sign all printed certificates relating to sickness and accident free of charge.

17. The House Physician or House Surgeon shall send notice of post-mortem examinations to the Honorary Staff as long as possible before the time fixed for such examination.

18. Before any post-mortem examination is made, information shall, in every case, be given to the nearest known relative of the deceased.

19. The House Physician or House Surgeon shall sign the orders for the removal of bodies from the mortuary.

20. The Resident Medical Officer on duty shall attend promptly to all Casualty cases, and shall enter details in the book kept for the purpose.

21. No new case shall be dismissed from the Casualty Room without being seen by the Resident Officer on duty.

22. The Resident Medical Officers shall not have friends sleeping in the House without the permission of the House Committee.

23. They shall conduct themselves in an orderly manner and endeavour to be punctual at meals.

Officers' Meal Hours.

Week days ...	Breakfast	8-15 a.m. to 9-0 a.m.
	Lunch -	1-0 p.m. to 3-0 p.m.
	Dinner -	6-0 p.m. to 7-0 p.m.
Sundays ...	Breakfast	8-30 a.m. to 10-0 a.m.
	Dinner -	1-30 p.m.
	Tea - -	5-0 p.m. to 6-0 p.m.
	Supper -	9-0 p.m. to 9-30 p.m.

24. No Resident Medical Officer shall sleep out of the house or absent himself from duty without first obtaining the permission of his Honorary Officer and the House Committee. He must also arrange for one his colleagues to act for him during his absence.

25. The House Physician and the House Surgeons shall be entitled to an annual three weeks' holiday after the completion of their first six months' residence in the Infirmary. The Dispensary Surgeons shall be entitled to two weeks' holiday at the discretion of the House Committee.

26. Before leaving for their holidays the Resident Medical Officers must always leave an address with the Secretary where letters may be sent in case of necessity.

VIII. Matron.

1. The Matron shall have the care of all matters which appertain to the Nurses, nursing of patients, and the domestic arrangements of the Infirmary, under the direction of the House Committee.

2. She shall exercise a general superintendence over the Nursing Staff, visiting the wards at least twice daily, and supervising the nursing of the patients by the Sisters and Nurses.

3. It shall be her duty to see that information is conveyed to the relatives of patients when any serious change takes place in their condition.

4. She shall see that all beds, clothing, linen, etc., are kept in good order, and shall keep an inventory of the same.

5. She shall keep a record of the diets in each ward, and be responsible for the proper cooking and serving of food to the patients.

6. She shall keep a register of the Nurses containing the names, ages, and particulars of training of all the members of the Nursing Staff.

7. She shall be responsible for the selection and employment of the Nursing Staff.

8. She shall be responsible for the training of the Probationers both in their ward work and by means of lectures and examinations.

9. She shall arrange the Nurses' holidays, sick or additional leave, keeping a record for the inspection of the House Committee.

10. She shall see that all Nurses and Domestic Servants are properly cared for in case of illness.

11. She shall have power to impose fines on the Nurses and Domestic Servants for breakages due to carelessness, and shall report the same to the House Committee.

12. She shall have power to suspend any Nurse from duty until the next meeting of the House Committee, to whom she shall report the circumstances.

13. She shall supervise the domestic arrangements of the Infirmary, engaging and discharging the female Domestic Servants.

14. She shall be responsible for the house-keeping, for the ordering of all provisions, stimulants, surgical dressings, and other nursing and domestic requirements.

15. She shall supervise the working of the laundry, and shall see that proper lists are kept of the articles sent from the Infirmary and Nurses' Home.

16. She shall not sleep out of the Infirmary without the consent of the House Committee.

17. She shall not have friends staying in the Infirmary without the permission of the House Committee.

18. She shall have charge of the keys of the outer doors of the Infirmary after 10 p.m.

IX. Assistant Matron.

1. The Assistant Matron shall assist the Matron in the work of the Infirmary.

2. She shall manage the Nurses' Home under the direction of the Matron.

3. She shall supervise the Nurses in the Home, and preside at their meals in the dining room.

4. She shall have charge of any Nurse suffering from illness in the Home.

5. She shall be responsible for the good order and cleanliness of the Home and have control of the servants.

6. She shall have charge of the bedding and linen in the Home. She shall keep an inventory of all the linen, crockery, &c., revising the same at least once a year.

7. She shall see that correct lists are kept of all articles sent to the laundry.

8. She shall hold revision classes for the Nurses attending lectures.

9. She shall have charge of the laundry and see that the work is properly done.

10. She shall undertake the duties of the Matron and of the Housekeeping Sister during their absence.

X. Night Sister.

1. The Night Sister shall exercise, under the direction of the Matron, a general supervision of the Wards during the night time.

2. She shall visit each Ward at least three times during the night.

3. She shall see that the Night Nurses properly carry out the instructions regarding the treatment of the patients.

4. She shall, as far as possible, assist the Nurses in charge of serious cases.

5. She shall at once inform the House Surgeon or House Physician of any serious change in the condition of a patient.

6. She shall check the dose of any narcotic or powerful drug given by the Night Nurse.

7. She shall instruct the Junior Probationers in elementary anatomy and physiology.

8. She shall hold tutorial classes for the Night Nurses on the lectures given by the Honorary Staff.

XI. Housekeeping Sister.

1. The Housekeeping Sister shall control the management of the domestic arrangements of the Infirmary under the direction of the Matron.

2. She shall order, check and distribute all stores for domestic purposes.

3. She shall supervise the cooking of all food for the officers, nurses, servants, and patients.

4. She shall see that the food is distributed as directed on the diet sheets, and that it is punctually and properly served.

5. She shall report any defects in the quality of the food.

6. She shall be responsible for the household linen, plate, crockery and cutlery in use in the Officers' rooms, Nurses' dining hall, the pantry and kitchen. She shall keep and annually revise an inventory of the same.

7. She shall make a daily visit to the sitting-rooms and bedrooms in the Infirmary, and see that they are kept in good order.

8. She shall see that the domestic servants perform their duties properly.

XII. Ward Sisters.

1. The Ward Sisters shall, under the direction of the Matron, be responsible for the nursing of the patients in their respective wards, and for the discipline of the probationers, and the good order of the ward bedding, linen, &c.

2. They shall be appointed by the Matron.

3. They shall attend the Honorary and Resident Staff during their ward visits, and shall see that all instructions regarding treatment and diet are carefully carried out.

4. They shall see that new patients are bathed unless this is forbidden on the admission paper.

5. They shall see that all unnecessary clothing is taken away by the patients' friends, and all valuables recorded in a book and handed to the Secretary.

6. They shall be responsible for the proper administration of medicines and stimulants.

7. They shall not administer any medicines or stimulants except when ordered by the medical staff.

8. They shall see that all poisons are kept in the locked cupboards.

9. They shall at once report to the House Physician or House Surgeon any serious change in the condition of a patient.

10. They shall exercise special care in the nursing of patients who are dangerously ill.

11. They shall report the death of a patient to the Resident Medical Officer in charge, to the Matron and to the Secretary's office.

12. They shall not allow the patients' friends to bring food or stimulants to patients in the wards.

13. They shall give and receive written reports on the cases in the ward when the Night Nurses come on and go off duty.

14. They shall see that patients do not leave the ward without the permission of the Resident Medical Officer in charge.

15. They shall at once report to the Matron the request of any patient to be visited by a minister of religion.

16. They shall be responsible for the cleanliness of the patients and their beds and lockers.

17. They shall instruct the Probationers in their duties and maintain proper discipline. They shall report to the Matron any Probationer who is out of health.

18. They shall pay particular attention to the ventilation and temperature of their wards.

19. They shall be responsible for the good order and cleanliness of the ward kitchen, lavatory, &c.

20. They shall have charge of the bedding, linen, and other articles in use in the ward, and keep a correct inventory of the same. The Theatre Sister shall keep an inventory of the contents of the Operating Theatres.

21. They shall report in writing to the Matron any repairs required in the ward.

22. They shall endeavour to prevent waste in dressings, provisions, coal, gas, &c.

XIII. Probationers.

1. The Probationers shall assist in the nursing of the patients under the direction of the Matron and the Ward Sisters.

2. They shall be appointed by the Matron, and shall perform such duties as she shall direct.

3. They shall obey the directions of the Ward Sister, and shall carry out all her instructions.

4. They shall be punctual in the observance of hours of duty and of meals.

5. They shall not visit the Wards when off duty.

6. They shall attend the lectures and classes for instruction.

XIV. Secretary.

1. The Secretary shall be the Executive Officer of the House Committee, and shall, when required, call and attend the meetings of the Governors, the Board of Management, and the above-named Committee. He shall open all general correspondence.

2. He shall forward all orders and see to their proper execution.

The House Surgeon, the Matron, the Dispenser, and the Cashier shall each have a separate manifold order book for requirements in their own departments, and shall write out and sign their own order sheets in them. The Secretary shall see that the details are in order, and shall countersign the sheets before sending them out. He shall bring the order books before the House Committee at their weekly meetings.

No new drugs, dressings, or surgical appliance above the value of two guineas shall be ordered from any firm without the approval and consent of the House Committee.

Delivery notes must in all cases accompany orders when delivered, and they must be checked and initialled by the person receiving the goods before being handed to the Secretary, who shall afterwards pass them on to the Cashier's office.

3. He shall examine all accounts, and shall check and initial all receipts for value. He shall hand to the Cashier all cheques and monies that may come to him.

4. He shall report to the House Committee all requirements and necessary repairs and alterations, and shall generally carry out the orders of the House Committee.

5. He shall carry out the instructions of the House Committee in regard to all matters relating to wages and salaries, other than those under the supervision of the Matron and the Cashier.

6. He shall have charge of the library, under the library Committee.

XV. Cashier.

1. The Cashier shall be the officer of the Finance Committee and shall attend its meetings, but shall only attend those of the Board of Management when required to do so.

2. He shall carry out the instructions of the Finance Committee and act as their minute clerk. He shall keep all the books relating to Finance in connection with the Infirmary, the Woodlands Convalescent Home, and the Craig Home.

3. He shall collect all Subscriptions and Donations. All monies shall pass through his hands, and all subscriptions, donations, and other monies must be signed for in a numbered manifold receipt book. These shall also be checked and initialled by the Secretary daily.

4. He shall check and pay all accounts of the three above-named Institutions under the direction of the Finance Committee, and he shall be generally responsible to that Committee for all matters of Finance. He shall countersign and finally endorse all cheques.

5. He shall be solely responsible for the management of his office and for those placed under his supervision.

6. He shall pay all wages and salaries of the Infirmary, and shall keep a receipt book for such payments.

XVI. Dispenser.

1. The Dispenser shall have charge of the Dispensary, and shall be responsible for the proper preparation and dispensing of all medicines.

2. He shall carry out the instructions of the members of the Honorary Staff and Resident Medical Officers, and do such work in the Dispensary as may be required. He shall not absent himself from his duties without the permission of the House Committee.

3. He shall keep a Register of the Home-Patients.

XVII. In-Patients.

1. Patients must strictly obey the directions of the Honorary and Resident Medical Staff, and of the Nurses in charge.

2. The diet of the Patients shall be under the regulation of the Honorary Medical Staff.

3. Patients admitted into the Infirmary shall provide themselves with soap, towel, and a change of linen.

4. They shall not under any circumstances go into any ward but their own, nor into the ward kitchen.

5. They shall not go out of doors without leave from the Honorary Physician or Surgeon, or from the Resident Medical Officer in charge of the case.

6. Patients who require Trusses or other instruments, shall pay the cost price of the instruments supplied.

7. Patients guilty of swearing, or of behaving rudely or indecently, shall be liable to immediate expulsion.

8. Smoking inside the building is prohibited, and any Patient offending against this rule shall be liable to immediate dismissal.

9. Patients discharged for wilfully neglecting any of the Bye-Laws or for any other irregularity, shall not again be received as Patients (except by special leave of the House Committee).

10. Patients shall be allowed to see friends on Thursdays and Saturdays from two to three o'clock p.m.; not more than two persons shall visit a Patient at a time. On all other occasions special leave must be obtained from the House Surgeon or House Physician.

11. It is absolutely forbidden that Patients receive intoxicants, sweetmeats, fruit, or eatables of any description from Visitors. Any infringement of this rule renders the visitor liable to be refused admission.

12. Patients may, at their own request, be attended by a Clergyman or Minister of their own selection.

XVIII. Out-Patients and Home-Patients.

1. Out-Patients shall attend at the Infirmary at the times appointed by the Physician or Surgeon under whose care they may be placed.

2. Out-Patients absenting themselves from the Infirmary for one month without the permission of their Physician, or Surgeon, shall be discharged for non-attendance.

3. Patients shall not remain on the books for longer than three months, without in each instance, a renewal of the Recommendation.

4. Patients shall provide themselves with medicine bottles.

5. Patients who require Trusses or other Instruments shall pay the cost price of the Instruments supplied.

6. Patients discharged for wilfully neglecting any of the Bye-Laws, or on account of any other irregularity shall not again be received as patients, except by special leave of the House Committee.

Adopted by the Board,
January 5th, 1906.